

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 160

Alexandria, VA

1 April 2000

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 April 2000 unless otherwise indicated.

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FOR THOSE WITH SUBSCRIPTIONS FOR THE ELECTRONIC JFTR/JTR: Effective with the 1 July 2000 change, the JFTR/JTR will be distributed on CD ROM.

This change includes all material written in MAP Items 53-99; 81-99; 89-99(E); 92-99(E); 95-99(E); and 99-99(E). Insert the attached pages and remove the corresponding pages. Remove pages U7T-3 through U7T-13. This cover page replaces the Change 159 cover page.

BRIEF OF REVISION

These are the major changes made by Change 160:

U1039. Implements a test (in Azores, Okinawa, and Aviano AB, Italy) to permit members assigned OCONUS to travel in a space-available status, prior to and after TDY to CONUS, in order to accompany dependent children to and from long-term providers in CONUS.

U2140-C; U5203-D; U5330-H; U5457-C; U5820-C. Clarifies that unless otherwise prohibited a member may use the entitlement for transportation of dependents, HHG, and POV and POV storage until notification of further PCS orders.

U5370-K1b; U5370-K2; Appendix A. Explains that HHG acquired after the effective date of orders can be shipped when a member acquires dependents after the effective date of PCS orders but before entering the IPCOT.

U7327; Chapter 7, Part T; Appendix A; Appendix E. Moves the Invitational Travel Order (ITO) information from Chapter 7 to Appendix E.

Appendix A. Adds the metric rate/conversion to ensure standard universal rates per mile for both the English and metric systems. Also updates the standard CONUS per diem rate in Chapter 13 and Appendix A.



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Appendix E, Part I, Par. C-7. Authorizes reimbursement for participants, who are not an employee or a member, in a funeral honors detail.

Appendix S. Re-certified the FEML locations for Pacific Command until 30 April 2001 and added Alice Springs, Australia and Mongolia.

Table 5A-1. Revises table to reflect that TLE is payable to enlisted on first PCS.

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Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

Effective 1 February 2000 through 31 January 2001

★ U1035 Space-Available Travel Initiative (SpATI) for Childcare Test

This paragraph applies to a test conducted by USTRANSCOM allowing members to travel in a space-available status to/from TDY to accompany dependents to/from long-term care providers in CONUS. This test applies to members:

1. permanently assigned to Azores, Okinawa and Aviano AB, Italy local area;
2. ordered to a CONUS TDY that is 30 days or longer;
3. with command sponsored dependent(s) who are unable to care for themselves (meaning children who are under the age of 19 or any dependent incapable of self care because of mental or physical incapacity);
4. who are sole caregivers for dependents; and
5. authorized to participate by their unit commanders.

Members authorized to participate in this test are allowed to travel space-available between their PDS and the CONUS and return to accompany their dependent(s). All travel must be arranged through the CTO as outlined in paragraph U3120. The member travels to and from the TDY location via the care provider's location to drop off/pick up the dependent(s). If the member must purchase other than space-available transportation to the port the member's reimbursement for travel and transportation is limited to the Government's cost for travel from the PDS directly to the TDY location and return to the PDS. If the member and dependent(s) are bumped from the space-available flight the member must contact the closest CTO and either 1) enter the space-required system and purchase space-required tickets for the dependent(s) from personal funds (Applies to OCONUS travel only. Space-required travel for dependants does not exist in CONUS.), or 2) use commercial tickets from the CTO and purchase tickets for the dependent(s) from personal funds. If the member travels space-available between the PDS and CONUS port, the member's reimbursement between that port and the TDY location and return is limited to the Government's cost for direct travel from the port to the TDY location and return to port. *There is no entitlement for travel and transportation allowances for the dependent(s).*

U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 or more weeks in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and
3. PCS versus TDY cost comparisons are considered before issuing orders.

U1038 MEMBERS PARTICIPATING IN THE EDUCATIONAL LEAVE PROGRAM RELATING TO CONTINUING PUBLIC AND COMMUNITY SERVICES

(See par. U7656)

U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS

Simplified travel entitlement rules in Appendix O govern TDY for members assigned to DoD Components listed in the table in Appendix O and for those locations where DTS has been fielded.

U1045 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. Members should use adequate available Government quarters; *however*, when other lodgings are used, lodging reimbursement is limited to Government quarters' cost.

NOTE: FOR COAST GUARD PERSONNEL ONLY: Government quarters are available only if use is directed in the order.

B. Quarters Not Available. Government quarters are not available:

1. when a TDY/delay point is at other than a U.S. installation;
2. when an order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
 - a. members attending service schools at an installation; and
 - b. officers in grades O-7 through O-10 who determine their own quarters availability;
3. during all periods of travel en route;
4. for any TDY/delay of less than 24 hours at one location;
5. when travel is in connection with a PCS:
 - a. when per diem is payable under MALT plus (par. U5105);
 - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
 - c. to a ship/afloat staff homeported OCONUS;
 - (1) and a member is accompanied by dependents authorized concurrent travel;
 - (2) and is put on TDY at the homeport while awaiting arrival of the ship/staff or onward transportation;
 - (3) and Government quarters are not available for the entire family; or

6. when a member is TDY at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (see par. U7551).

C. Travel Order/Voucher

1. Documentation. A travel order/voucher must document non-availability by:
 - a. confirmation number provided by the Service's registration process;
 - b. the date the member attempted to make reservations, and the phone number and name of the billeting office point of contact; or
 - c. member certification that Government quarters were not available on arrival.
2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the order-issuing authority must authorize/approve reimbursement for commercial lodgings.

U1050 CONFERENCES/TRAINING AT THE PDS

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 U.S.C., §404. For authority to pay related training costs at the PDS see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

U1051 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each DoD component must take appropriate steps to strongly encourage members who use commercial lodgings while on official travel to stay at firesafe-approved accommodations. Lodgings that have met the Government requirements are listed on the U.S. Fire Administration's internet site at: <http://www.usfa.fema.gov/hotel/index.htm>.

CHAPTER 2

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U2145	Time Limitations for Periods of TDY A. 180 Day Time Limitation B. TDY Periods in Excess of 180 Days
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PART B: TRAVEL ORDERS

U2100 GENERAL

A travel order used for reimbursement of travel and transportation expenses is a written document issued or approved by the Secretarial Process directing a member or a group of members to travel between designated points. The travel order establishes the conditions for official travel and transportation at Government expense, and provides the basis for the traveler's reimbursement. A travel order should be issued before the travel is performed. Reimbursement for travel is not authorized when the travel is performed before receipt of written or oral orders.

Generally, a written travel order is not necessary when:

1. travel is performed within the limits of a PDS or in the immediate vicinity of such station (local travel), and
2. it is known that the travel claim shall involve only reimbursement for commercial transportation or MALT for the use of a POC approved as being more advantageous to the Government.

If a travel order is not issued for local travel, approval on the voucher is sufficient for reimbursement purposes.

U2115 ORDERS FOR TRAVEL AND REIMBURSEMENT

A. Written Orders. A written order issued by competent authority is required for reimbursement of expenses incident to official travel. For the purpose of reimbursement, a written order that quotes or references an authority authorized to initiate the order is a competent order.

B. Oral Orders. Urgent or unusual situations may require that official travel begin or be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including telephone, may be given. When this occurs, the order-issuing official shall promptly issue a confirmatory written order. An oral order:

1. given in advance of travel,
2. subsequently confirmed in writing giving the date of the oral order, and
3. approved by competent authority

meets the requirement for written orders.

C. Orders Not Originated by Competent Authority. Travel orders issued under unusual conditions and not originated by competent authority must be approved by the order-issuing official before reimbursement of travel expenses.

U2135 ITINERARY VARIATION

Travel orders may include authorization/approval for itinerary variation to permit:

1. omission of travel to places stated in the travel order,
2. changes in the order of places to be visited,
3. changes in the original specified time at a place stated in the travel order, and/or
4. travel to additional places not shown in the travel order.

Generally, the purpose of a trip and places of TDY are known when a travel order is issued. Variation in itinerary should not be substituted for adequate advance planning. This authority is not a blanket travel authorization.

U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN TYPES OF ORDERS

A. Amended, Modified, Canceled or Revoked Orders. When determining the entitlement to allowances for travel and transportation under PCS orders that are amended, modified, canceled or revoked before their effective date, the orders are considered as effective:

1. when received by the member for travel performed by the member or dependents, or
2. for any transportation of HHG, mobile homes or POVs begun or completed,

even though leave, delay, proceed time, or TDY en route is involved.

B. Blanket or Repeated Travel Orders. Blanket or repeated travel orders do not expire upon the member's return to the PDS. They continue in effect until expiration by time limit, by automatic cancellation upon PCS, or revocation.

(NOTE: Blanket travel orders are not used in DTS.)

- ★ C. Time Limitation for PCS Orders. Unless otherwise prescribed in this Volume, a member's PCS orders are valid while the orders remain in effect and prior to receipt of further PCS orders (45 Comp. Gen. 589 (1966)).

U2145 TIME LIMITATIONS FOR PERIODS OF TDY

A. 180 Day Time Limitation. Except when authorized under subpar. B, TDY assignments at any one location are limited to periods of 180 or less days. Bona fide extensions of such assignments that, when added to the originally authorized period, total 181 or more days may be directed. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to:

1. personnel under TDY orders assigned to military units deployed afloat as indicated in pars. U4102-J and U4102-M;
2. personnel assigned to periods of TDY at more than one location that total 181 or more days if the period of duty at each location is 180 or less days; or
3. personnel TDY for training less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.

(NOTE: Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (see Appendix A, definition of permanent (duty) station), except when the course is authorized as TDY under par. U2146-B.

B. TDY Periods in Excess of 180 Days. When circumstances or exigencies of the Service require TDY at one location for more than 180 days, the appropriate authority determines if TDY is appropriate. This determination should be made before the orders are issued. If the nature of the case does not permit delay, orders may be issued and the case submitted immediately to the appropriate authority who shall:

1. approve the orders as written, or
2. direct the orders be amended to:
 - a. terminate the duty returning the member to the old station or assigning a new station,
 - b. change the assignment from TDY to a PCS, or
 - c. fix the period at 180 or less days from the date of reporting to the TDY station.

The appropriate authority for authorizing/approving TDY assignments in excess of 180 days at any one location shall be the Secretary concerned, the chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Unified and Specified commands. This authority shall not be redelegated.

U2146 TIME LIMITATIONS FOR PERIODS OF TDY FOR COURSES OF INSTRUCTION

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General. Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled duration of the course is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under subpar. B.

2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off in connection with a holiday. This reduces the 150 day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, June 17, 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

NOTE: A member's PCS orders to a course of instruction may not be changed to TDY orders after arrival at the new PDS, unless those orders were erroneously issued.

Effective 5 December 1997

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks. The Secretary concerned (without delegation) may authorize designated courses (excluding initial entry courses) scheduled for:

1. 20 or more weeks,

2. but not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS. The status (either TDY or PCS) of all members, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same (*Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.*). For courses attended by multiple Services, the Secretary concerned must obtain agreement from the other affected Service Secretaries before changing the course.

- U5130 Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty with Readjustment or Separation Pay, Involuntary Separation, or Separation Under the VSI or SSB Program**
- A. General
 - B. Time Limitations
 - C. Recalled to Active Duty Before Selecting a Home
 - D. Recalled to Active Duty After Selecting a Home
 - E. Members on TDRL Who Are Discharged or Retired
 - F. Member Ordered to a Place to Await Disability Retirement
- U5150 Separate Consideration of Each Portion of the Journey**
- U5155 Official Distance Determination**
- A. Privately Owned Conveyance (Except Airplane)
 - B. Privately Owned Airplane
- U5160 Computation of Allowable Travel Time**
- A. General
 - B. POC Travel
 - C. Transoceanic Travel
 - D. Travel by Government Conveyance and/or Common Carriers on Government-procured Transportation
 - E. Travel By Other Than Directed Mode
 - F. Common Carrier at Personal Expense or Mixed Modes Travel
 - G. Elapsed Time is Less Than Authorized
 - H. Additional Travel Time
- U5165 Advance of Funds**

PART C: DEPENDENT ALLOWANCES FOR TRANSPORTATION

<u>Paragraph</u>	<u>Contents</u>
U5200	Purpose
U5203	Basic Entitlements <ul style="list-style-type: none"> A. General B. When Dependents' Travel and Transportation Allowances Are Not Payable C. Travel Before Orders Issued D. Time Limitation
U5205	Travel and Transportation Options <ul style="list-style-type: none"> A. Monetary Allowance in Lieu of Transportation (MALT) B. Transoceanic Travel

- U5210** **Per Diem Rates of Dependents' Travel**
- A. General
 - B. Dependents' Accompany Member
 - C. Dependent(s) Travel Independently
- U5212** **Reimbursable Expenses**
- U5215** **Factors Affecting Travel of Dependents**
- A. Members Attain Eligibility for Dependent Travel
 - B. Dependent Child Attains Age 21 or 23 or Loses Student Status While Member Serving OCONUS
 - C. Dependents Acquired on or Before Effective Date of Orders
 - D. Effect of Changes in Ages or Dependency Status on Entitlements
 - E. Orders Amended, Modified, Canceled or Revoked After Travel Begins
 - F. Dependents Temporarily Absent from the Old PDS, Designated Place, or Safe Haven When PCS Orders Are Received
 - G. Change of Station While on Leave or TDY
 - H. Dependents En Route to the New PDS at the Time of the Member's Death
 - I. Spouse Separates from the Service After the Effective Date of Member's PCS Orders
 - J. Legal Custody of Children Changes After the Effective Date of PCS Orders
- U5218** **Travel and Transportation Involving Old and/or New Non-PDS Location**
- U5220** **Dependents Join or Accompany Member During TDY En Route**
- A. General
 - B. MALT Rate
 - C. Per Diem
- U5222** **Dependents' Travel and Transportation Allowances Under Various PCS Orders**
- A. Called (or Ordered) to Active Duty
 - B. Assigned to Foreign Service Colleges
 - C. Ordered to an OCONUS Station to Which Dependents' Travel is Authorized
 - D. Ordered on a Dependent-Restricted Tour, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
 - E. Reassigned OCONUS Before Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action
 - F. Consecutive Overseas Tours (COT)
 - G. Consecutive OCONUS Tours for a Member With Noncommand Sponsored Dependents
 - H. Transfer to, from, or Between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
 - I. Change of Homeport for Vessels, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty
 - J. Assigned to a Mobile Unit or Ship Based Staff
 - K. Member Ordered to Hospital in CONUS
 - L. Convicted Personnel Awaiting Completion of Appellate Review
 - M. Ship Being Constructed or Undergoing Overhaul or Inactivation

- F. Excess Costs for Transportation of Boats as HHG
- G. Civilian Clothing of Recruits
- H. Storage
- I. Services
- J. Transportation of Replacement HHG Items
- K. Required Medical Equipment

U5315**Administrative Weight Limitations**

- A. General
- B. Entitlement
- C. Exceptions

U5317**HHG Transportation Entitlement Disallowed****U5318****Re-transportation of the Same HHG****U5320****Methods of Transportation**

- A. HHG
- B. Unaccompanied Baggage
- C. Government-Procured Transportation
- D. Personally-Procured Transportation and NTS
- E. Split Shipment

U5330**Factors Affecting HHG Transportation**

- A. Combining Weight Allowances When Husband and Wife Are Both Members
- B. Impact of Effective Date of Orders
- C. Orders Amended, Modified, Canceled or Revoked
- D. Improper Transportation
- E. Items of Extraordinary Value
- F. HHG and Mobile Home Allowances
- G. HHG Transportation Before Orders Issued
- H. Time Limitation

U5335**Determining the Net Weight**

- A. General
- B. Through Government Bill of Lading (TGBL) Transportation and Transportation at Personal Expense
- C. DPM Transportation
- D. Unaccompanied Baggage
- E. When Shipment Weight is Unobtainable
- F. Exceptions

U5340**Excess Charges**

- A. General
- B. HHG Transportation in Excess of Authorized Weight Allowance
- C. HHG Transportation in Excess of Authorized Distance
- D. Transportation of Unauthorized Articles
- E. HHG Transportation With Special Routing or Services Provided

U5345**Transportation Under Various Types of PCS Orders**

- A. Entrance Into the Service
- B. Called/Ordered to Active Duty
- C. PCS With TDY En Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment
- D. Courses of Instruction of 20 or More Weeks at one Location
- E. CONUS Area in to Which HHG Transportation is Prohibited
- F. Ordered to a CONUS Hospital
- G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation
- H. Ordered on PCS to a PDS in the Vicinity of Storage

U5350**Transportation Under PCS Orders to or from Sea Duty or OCONUS Duty**

- A. Ordered to and OCONUS PDS to Which HHG Transportation is Permitted
- B. Ordered from Shore Duty to Sea Duty
- C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances.
- E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
- F. Ordered from Sea Duty to an OCONUS Shore Duty PDS
- G. Ordered from Sea Duty to Sea Duty
- H. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport
- I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed
- J. Reassignment OCONUS Before the Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action

U5355**Local Moves**

- A. General
- B. Local Move Incident to Reassignment or PCS
- C. Local Move and NTS Incident to Assignment or Termination of Government Controlled Quarters
- D. Local Move and NTS Incident to Vacating Local Economy Quarters

U5360**Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay, Involuntary Separation, and Separation Under the VSI or SSB Program**

- A. General
- B. Storage
- C. Separation or Relief from Active Duty to Continue in the Service
- D. Separation or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for Less than 20 Weeks or Less Than 6 Months for Initial Active Duty for Training
- F. Member Required to Vacate Government or Government Controlled Quarters Upon Separation or Relief from Active Duty

- U5413 Travel Reimbursement for POV Delivery and/or Pick-up**
- A. General
 - B. POV Delivery/Pick-up When Travel is not Concurrent with PCS Travel
 - C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved
 - D. Concurrent POV Pick-up Accomplished with Member's PCS Travel and no TDY En Route Involved
 - E. POV Delivery to Pick-up from a Designated POV Port Accomplished Concurrently with TDY En Route
- U5414 Transportation of POVs Overland by Carrier**
- A. OCONUS Transportation of POV Overland by Carrier from Old to New PDS Incident to Unit Move
 - B. Transportation of a POV Overland by Carrier Between OCONUS Port and OCONUS PDS
 - C. PCS Within CONUS
- U5415 Transportation Restrictions**
- A. Restrictions of a POV Purchased in a Nonforeign OCONUS Area
 - B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS
 - C. Restriction on Size of Vehicle
 - D. Combining POV Weight Limitations When Husband and Wife Are Members
- U5425 Methods of Transportation**
- A. Government and Commercial Means
 - B. Reimbursement for Personally Procured Transportation
- U5435 Ports Used**
- A. Designation of Ports
 - B. Alternate Ports
 - C. Transshipment from a Designated Port
- U5440 Factors Affecting Transportation of POV**
- A. Transportation of POV May Be Deferred
 - B. Shipping Error
 - C. Orders Amended, Modified, Canceled or Revoked
 - D. Transportation Before Orders Issued
- U5445 Excess Cost Collection**
- U5455 POV Transportation Under Unusual or Emergency Circumstances**
- A. Incident to Unusual or Emergency Circumstances--Official and Personal Situations
 - B. Member Reassigned from OCONUS PDS to Which Dependent Travel is Authorized to an OCONUS PDS to Which Travel of Dependents is not Authorized Before the POV is Transported from A CONUS Port
 - C. Incident to Alert Notice
 - D. Evacuation off PDS
 - E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death
- U5456 Transportation Incident to Divorce**

U5457	Time Limitation for Transportation of a POV
	A. Incident to Separation from Service or Relief from Active Duty
	B. Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation Under VSI or SSB Program
	C. Incident to PCS
U5460	Care and Storage
U5461	Rental Vehicle Reimbursement When Motor Vehicle Transported at Government Expense Arrives Late

PART F: TRANSPORTATION OF MOBILE HOMES

<u>Paragraph</u>	<u>Contents</u>
U5500	General
U5502	Conditions for Eligibility
U5505	Basic Entitlements
	A. Definition
	B. Between PDSs Within CONUS, Within Alaska, and Between a PDS in CONUS and a PDS in Alaska
	C. Between a CONUS or Alaska PDS and a PDS Neither in CONUS nor Alaska
	D. Upon Separation from Service, Relief from Active Duty, Placement on Temporary Disability Retired List (TDRL), or Retirement
	E. Allowable Costs
	F. Costs Not Allowed
U5510	Methods of Shipment
	A. Government-Procured Transportation
	B. Reimbursement for Personally-Procured Transportation
U5515	Factors Affecting Mobile Home Transportation
	A. Election of Mobile Home Allowances
	B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route
	C. Improper Shipments
	D. Orders Amended, Modified, Canceled or Revoked
	E. Mobile Home Transportation from Prior PDS
	F. Transportation Before Orders Issued
	G. HHG Removed from Mobile Home to Meet Safety Requirements
U5520	Excess Costs for Mobile Home Transportation of Separated Member, Deceased Member, and Heirs of Deceased Member
U5530	Local Moves

- U5540 Mobile Home Transportation Under Unusual or Emergency Circumstances**
- A. Mobile Home Transportation When Dependents Travel in Advance of Member's PCS Due to Official and Personal Situations
 - B. Mobile Home Transportation Incident to Alert Notice
 - C. Mobile Home Transportation Incident to Tour Extension
- U5545 Mobile Home Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death**
- A. Member Officially Reported as Absent in Missing Status
 - B. Upon Death of Member
- U5555 Temporary Storage**
- A. General
 - B. Time Limits
 - C. Orders Amended, Modified, Canceled or Revoked
 - D. Further PCS Orders Issued After Member Arrives at New PDS
- U5560 Advance of Mobile Home Allowances**

PART G: DISLOCATION ALLOWANCE (DLA)

<u>Paragraph</u>	<u>Contents</u>
U5600	Purpose
U5605	Definition of Terms
	A. Member With Dependents
	B. Member Without Dependents
U5610	Eligibility
	A. Member With Dependents
	B. Member Without Dependents
U5615	Determining Amount Payable
	A. General
	B. Dependents Authorized to Relocate in Connection With PCS but Delay Their Travel
U5620	Fiscal Year Limitation on Payment of DLA
	A. General
	B. Application of Fiscal Year Limitation on Payment of DLA
U5630	Factors Affecting Entitlement
	A. General
	B. Special Categories DLA Authorized
	C. Special Categories DLA Not Authorized
	D. Relocation of Household Incident to Alert Notification
	E. Entitlement When Member Married to a Member is Transferred to a New PDS

PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS

<u>Paragraph</u>	<u>Contents</u>
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U5700	Purpose
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U5705	Entitlement
U5710	Time Limitations
U5715	Temporary Quarters
U5720	Reimbursement
	A. Member Married to Member
	B. Per Diem Rate Used
	C. Maximum Reimbursement
	D. Reimbursement Example
	E. Reimbursement Computation

PART I: POV STORAGE WHEN POV TRANSPORTATION IS NOT AUTHORIZED

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U5800	General
	A. Members
	B. Storage
U5805	Eligibility
	A. Members
	B. Storage
U5810	Transportation Reimbursement To/From a Storage Facility
	A. General
	B. POV Delivery/Pick-up
	C. POV Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route is Involved
	D. POV Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY en route is Involved
	E. POV Delivery to Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route
U5815	Storage Facilities
	A. Designated Storage Facilities
	B. Personally Procured POV Storage
U5820	Factors Affecting Storage of POV
	A. Orders Amended, Modified, Canceled or Revoked
	B. Storage Before Orders Issued
	C. Time Limitation
U5825	Excess Cost Collection
U5830	Continued POV Storage After Entitlement Ends
U5835	Care and Storage

provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Part H.

U5018 MEAL TICKETS

A. Issuance. Meal tickets may be issued only:

1. as specifically authorized in this Chapter (for PCS), in Chapter 4 (for TDY and for members traveling together under orders directing no/limited reimbursement) and in Chapter 7 (for persons in special categories), and
2. to members traveling together with no/limited reimbursement directed in the orders (see Chapter 4, Part A) on commercial airline flights where courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply see par. U1010-Be).

C. Value. The maximum rate per meal per member shall not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	\$ 6
Noon	\$ 6
Evening	\$ 16

U5020 ADVANCE OF FUNDS

Parts B, C, D, F, and G authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation and DLA (see par. U1010-B4).

OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES ¹										
Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Shipment Part D	NTS ² Part D	POV Shipment ³ Part E	POV Storage ²⁴ Part I	Mobile Home Shipment ⁴ Part F	DLA ⁵ Part G	TLE ⁶ Part H	TLA ⁷ Ch. 9, Part C
Travel to First PDS	yes	yes	yes	yes ⁸	no ^{9,10}	yes	yes	no	★ No ²⁵	no ¹¹
PCS from CONUS to CONUS	yes	yes	yes	yes ⁸	no ¹⁰	no	yes	yes	yes	no
PCS to/from OCONUS	yes	yes	yes	yes	yes	yes	no ¹²	yes	yes	yes
PCS from OCONUS to OCONUS	yes	yes	yes	yes	yes	yes	no ¹²	yes	no	yes
PCS Involving Member Married to Member										
CONUS to CONUS	yes (each)	yes (each)	yes (each) ¹³	yes ⁸ (each)	no ¹⁰	no	yes ¹⁵	See par. U5630-E & Table U5G-1	yes (each)	no
To/from OCONUS	yes(each)	yes (each)	yes (each) ^{13,14}	yes (each)	yes (each)	yes	no ¹²		yes (each)	yes (each)
Separated Under Honorable Conditions ¹⁶										
Member completed 90% of 1 st term	yes	yes	yes	yes ¹⁸	no ¹⁹	no	yes	no	no	yes
Member did <u>not</u> complete 90% of 1 st term	yes ¹⁷	yes ¹⁷	yes	yes ¹⁸	no ¹⁹	no	yes	no	no	yes
Separated Under Other Than Honorable Conditions ¹⁶	yes ²⁰	yes ²⁰	yes ²¹	yes	no ¹⁹	no	yes	no	no	no
Placed on TDRL	yes ²²	yes ²²	yes ²²	yes	no ¹⁹	no	yes	no	no	yes
Retired with pay (other than for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay ²³	yes	yes	yes	yes	no ¹⁹	no	yes	no	no	yes
Retired for disability, involuntarily separated (as defined in JFTR, App A), or separated under VSI or SSB program ²³	yes	yes	yes	yes	no ¹⁹	no	yes	no	no	yes

- 1 This table is a general guide to basic travel and transportation allowances in various PCS situations. Parts B through H of this Chapter prescribe the specific entitlements and must be used to administer travel and transportation entitlements ICW a member's PCS.
- 2 For the time limitation of NTS for PCS orders, see par. U5380.
- 3 Member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
- 4 Member must meet conditions in par. U5502 to be entitled to transportation of a mobile home. Mobile homes allowances are in lieu of HHG transportation except as noted in par. U5330-F.
- 5 Member must meet eligibility criteria in par. U5605 to be entitled to DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is entitled to DLA at the "with dependent" rate (pars. U5605 and U5610). Members without dependents assigned to Government quarters at the new PDS are not entitled to DLA (par. U5605).
- 6 Member must meet eligibility criteria in par. U5705 to be entitled to a TLE allowance. See par. U5710 for maximum periods authorized.
- 7 TLA is only authorized under the conditions specified in par. U9201. See Chapter 9, Part C, for the maximum periods authorized.
- 8 When member requests NTS as an alternative to shipment, NTS must be in the Government's best interest (see par. U5380-C).
- 9 Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
- 10 See par. U5410-F for exceptions under which a POV may be shipped within CONUS.
- 11 Except when member's first PDS is OCONUS.
- 12 Mobile home transportation is authorized only between points in CONUS, between a point in CONUS and Alaska, and between points within Alaska; and only if dependent(s) will occupy the mobile home at destination.
- 13 Members may combine their HHG weight allowances for shipment purposes (par. U5330-A).
- 14 For moves to/from certain OCONUS areas, members may be limited to shipment of the administrative HHG weight allowance of the senior member (see par. U5315-B).
- 15 See par. U5505-A for information on combining the weight allowances of the two members to compute maximum mobile home entitlement.
- 16 Travel and transportation allowances may be paid not to exceed HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
- 17 Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 (member travel) and U5225-F (dependent travel) except as authorized by the Service Secretary.
- 18 NTS in connection with separation/retirement from the Service is in addition to shipment.
- 19 Except when member's HOR/PLEAD is OCONUS. A member separated/retired while serving OCONUS is entitled to a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
- 20 See Chapter 7, Part P, for member travel. For dependent travel whose last PDS is CONUS, see par. U5240-J; if the last PDS is OCONUS, see par. U5240-D.
- 21 A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is not entitled to HHG shipment.
- 22 A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if retirement orders are subsequently issued, the entitlement is subject to adjustment so as not to exceed entitlement for the distance from the PDS at the time the member received the TDRL orders to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
- 23 Travel and transportation allowances may/may not be paid to the member's HOS (see par. U5130).
- 24 Member must meet the eligibility criteria in par. U5805 to be authorized POV storage.
- ★ 25 Beginning 5 October 1999 TLE is payable to enlisted members on first PCS.

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

U5200 PURPOSE

This Part prescribes dependents' travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Chapter 7 includes dependents' travel and transportation allowances in other special circumstances.

U5203 BASIC ENTITLEMENTS

A. General. Members are entitled to dependents' PCS travel and transportation allowances (except as indicated in subpar. B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the entitlement conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, dependents' PCS travel and transportation allowances are:

1. transportation-in-kind or Government-procured transportation (see par. U5105-D) plus per diem (see par. U5210); or
2. reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or
3. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the number of days required for travel between authorized points, up to the allowable travel time computed under par. U5160.

POC use for PCS travel, other than transoceanic, is advantageous to the Government. If a member elects not to move dependents when authorized, dependents' travel and transportation allowances for still-eligible dependents are payable incident to a subsequent PCS up to the greater of the distance to the new PDS from the:

1. HOR, PLEAD, designated place, or PDS from which the member elected not to move dependents; or
2. last PDS.

Any interim changes of station, for which a member did not claim dependents' travel and transportation allowances, are ignored.

B. When Dependents' Travel and Transportation Allowances Are Not Payable. Members are not entitled to dependents' travel and transportation allowances:

1. When a member is:
 - a. a cadet or midshipman;
 - b. assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2145-D);
 - c. an enlisted member of a Reserve component called (or ordered) to IADT for less than 6 months;
 - d. called (or ordered) to active duty (including active duty for training) for less than 20 weeks (except as noted in par. U2145-D), or active duty for training for 20 or more weeks when the active duty is at more than one location, but less than 20 weeks (except as noted in par. U2145-D) at any one location; or
2. When a dependent:
 - a. is a member on active duty on the effective date of the orders (see par. U5215-I for travel and transportation allowance entitlements when a spouse is no longer on active duty);

- b. travels at personal expense before PCS orders are issued or before official notice is received that such orders are to be issued (see subpar. C) (transportation in kind, including Government-procured transportation, shall not be furnished before PCS orders are issued);
 - c. is not a dependent on the effective date of the PCS order (see Appendix A) (entitlement to allowances in pars. U5215-I and U5240-K is unaffected);
 - d. receives any other type of Government travel allowances for this travel;
 - e. is a member's or spouse's parent, stepparent, or person in loco parentis as set forth in Appendix A, definition of Dependent item 8, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or
 - f. is a dependent child who is not under the member's legal custody and control on the effective date of PCS orders (B-131142, June 3, 1957) (see par. U5215-J for travel entitlement when legal custody and/or control changes after the effective date of PCS orders);
3. For dependents' travel:
- a. any portion of a journey they are transported by a foreign registered vessel or airplane, if U.S. registered vessels or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable);
 - b. between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (see definition in par. U5243-C2c), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);
 - c. when transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the United States or the member, under a contract or agreement with the United States (however, per diem is payable);
 - d. for transoceanic or OCONUS land transportation when the member is without dependents as defined in par. U9000-B, items 3 and 4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, F4, and G);
 - e. to an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary concerned grants an exception to the normal OCONUS tour on an individual case basis;
 - f. to an OCONUS PDS when the dependents are not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependents are scheduled to arrive, unless specifically exempt under pars. U5222-B and E;
 - g. to CONUS when the presence of the dependents at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
 - h. to a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);
 - i. when the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in pars. U5240-D2, item h; or U5240-J1 or J2.

C. Travel Before Orders Issued. A member entitled to dependents' travel and transportation allowances is authorized the entitlements in subpar. A for dependents' travel performed during the period before PCS orders are issued and after the member is advised that such orders will be issued. General information furnished to the member concerning orders issuance before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of retirement eligibility, and expected rotation date from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)). Vouchers must be supported by statements by the PCS orders-issuing official or a designated representative, that the member was advised in accordance with the requirements of this subparagraph. This subparagraph does not apply to the travel contemplated in pars. U5240 and U6004.

- ★ D. Time Limitation. Unless otherwise prescribed in this Volume, a member's entitlement to dependent travel and transportation allowances may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the dependents' travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5205 TRAVEL AND TRANSPORTATION OPTIONS

A. Monetary Allowance in Lieu of Transportation (MALT)

1. General. A member entitled to dependents' travel and transportation allowances under par. U5203 is authorized MALT at the rates provided in Appendix A. Except as provided in subpar. 2, the authorized MALT rates for dependents' travel are for the use of one or two POCs. MALT payment does not affect entitlement to transportation-in-kind for other dependents not taken into account in computing the amount of authorized MALT.

2. Use of More Than Two POCs. Reimbursement for the use of more than two POCs within the same household for PCS travel may be authorized/approved as advantageous to the Government if (**NOTE: "family members" or "dependents" in the following subparagraphs includes only those traveling by POC**):

- a. more than eight family members travel together by POC, including the member;
- b. because of age or physical condition, a dependent needs special accommodations in one vehicle and second and third vehicles are required for other family members;
- c. a member must report to a new duty station in advance of travel by dependents who delay travel for acceptable reasons (such as school term completion, property sale, settlement of personal business affairs, HHG transportation, non-availability of adequate housing at the new duty station) and five or more dependents travel by POC later;
- d. five or more dependents travel unaccompanied by POC between authorized points other than those for the member's travel (such as travel to a designated place or to the new PDS when member has TDY en route);
- e. five or more dependents travel unaccompanied to the new duty station in advance of the member's reporting date for acceptable reasons (such as to enroll children in school at the beginning of the term); or,
- f. special circumstances (as determined through the Secretarial Process) not included in a through e exist, such as travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried.

When the use of more than two POCs is authorized/approved, the prescribed MALT applies for each POC. The same POC may be used for more than one trip between the old and new PDSs if the member and/or a dependent drives it to the new PDS, and then returns it to the old PDS, at no expense to the Government, for the purpose of driving other dependent(s) and/or member to the new PDS. Under these circumstances, the prescribed MALT applies except that the MALT rate is to be determined on the basis of the number of dependents and the member, if appropriate, who did not travel by POC on the first trip. The applicable conditions in items a through e must be shown in the travel order or indicated by specific approval on the travel voucher.

B. Transoceanic Travel

1. Transportation Mode. Air travel is the normal transportation mode for dependents to, from, or between OCONUS areas except for travel between CONUS and Newfoundland, Canada. Maximum use should be made of Government air transportation. However, dependents are not required to use Government air transportation. When dependents agree to use Government air transportation, they shall not be required to use other than regularly scheduled transport type aircraft ordinarily used for passenger service. When appropriate Government air transportation is available, and travel by aircraft is not medically inadvisable but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.

2. Air Travel Medically Inadvisable. When air travel is medically inadvisable for family member, the family shall not be separated unless it agrees to be. When air travel is medically inadvisable, surface transportation provided shall be the least costly first-class passenger accommodations on a commercial ship. See par. U3130-D concerning the requirement to use vessels of U.S. registry. The provisions in par. U5116-D1 for directing a member to use Government transportation or Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

3. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are as prescribed in pars. U5116-C and U5210.

U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL

A. General. A member is authorized a per diem allowance for each dependent's travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in subpars. B and C.

B. Dependent(s) Accompany Member. When dependents travel with a member, the member is entitled to per diem for each dependent while traveling, and at points of delay, in an amount equal to the following percentage of the per diem to which the member is entitled:

1. three-fourths for each dependent 12 years of age or older; and
2. one-half for each dependent under 12 years of age.

When more than one POC is used as provided for in par. U5205-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanied by the member. A member's TDY location is not a point of delay for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent(s) Travel Independently. Dependents are not 'accompanying the member' when they travel separately from a member on different routes or at different times. The member is entitled to a per diem for these dependents as follows:

1. One Dependent Traveling Separately. An amount equal to the per diem to which the member would have been entitled for personal travel.
2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is entitled to per diem for one member-designated dependent, 12 years of age or older, in an amount equal to the per diem to which the member would have been entitled for personal travel. For each of the other dependents, who is 12 years of age or older, traveling with that dependent, the member is entitled to per diem in an amount of three-fourths of the per diem to which the member would have been entitled for personal travel. For each dependent under 12 years of age, the per diem is one half of the per diem to which the member would have been entitled.

U5212 REIMBURSABLE EXPENSES

When transportation-in-kind is furnished or a member is reimbursed for transportation, the member is entitled to reimbursement for the following expenses incurred incident to dependents' transportation:

1. taxicab, bus, streetcar, subway, or other public carrier fares when free transfer is not provided between places of abode and carrier terminals, between carrier terminals, and from carrier terminals to lodging and return when required by transportation delays en route which are beyond the dependents' control;
2. MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, in lieu of reimbursement for public carrier fares authorized by item 1 between places of abode and carrier terminals;
3. tips to train attendants when dependents travel separately from a member, up to \$1 each calendar day for a dependent traveling alone or for each family of two or more dependents traveling together; customary tips for baggage handling (except at hotels), tips to taxi drivers;
4. baggage checking and transfer costs, when costs are itemized and the number of pieces are shown on the claim;
5. passport, visa, and change of status fees, including costs of required photographs and birth certificates, or other acceptable evidence of birth. Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable;

4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized as in subpars. b and c.

b. Mobile Home Transported by Government-Procured Transportation. When a Government-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized. The total cost of HHG transportation may not exceed what would have been payable under par. U5510-A, if the mobile home had been delivered at the destination, less any cost to the Government for mobile home transportation to the point of breakdown.

c. Mobile Home Transported by Member. When a member or a personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized. The total cost of the HHG transportation may not exceed what would have been payable under par. U5510-A, if the mobile home had been transported by Government-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. U5510-B for mobile home transportation to the point of breakdown.

5. HHG Removed from Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense. The cost of transporting these HHG shall be deducted from the total cost of what it would have cost the Government to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home shipment under par. U5505.

G. HHG Transportation Before Orders Issued

1. General. Except as indicated in subpar. 2, HHG transportation (before PCS orders are issued) is authorized if the request for transportation is supported by a:

- a. statement from the PCS order-issuing official or a designated representative that the member was advised before such orders were issued that they would be issued;
- b. written agreement signed by the applicant to pay any additional costs incurred for transportation to another point required because the new PDS named in the orders is

different than that named in a statement prescribed in item a; and

- c. written agreement to pay the entire cost of transportation (if PCS orders are not later issued to authorize the transportation) is signed by the applicant. The length of time before the PCS orders are issued, during which a member may be advised that orders are to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the orders are actually issued. General information furnished to the member concerning the issuance of orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)).

2. Members Assigned to Vessels Preparing to Enter Overhaul. HHG transportation before PCS orders are issued is authorized for members assigned to a vessel which has been scheduled for an overhaul, provided the order-issuing official or the designated representative provides a statement that the vessel's homeport is to be changed incident to the overhaul. This statement may be issued when there's less than 90 days between the time of specific overhaul site determination and the actual departure of the vessel to such site. If the scheduled vessel overhaul is canceled, subpar. C above applies (59 Comp. Gen. 509 (1980)).

- ✱ H. Time Limitation. Unless otherwise prescribed in this Volume, a member's entitlement to HHG transportation may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5335 DETERMINING THE NET WEIGHT

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the actual weight of unpacked and uncrated HHG should be established before packing and used in determining if the weight allowance has been exceeded. When the actual

weight of unpacked and uncrated HHG is unknown, the weight is determined under subpars. B, C, or D.

B. Through Government Bill of Lading (TGBL) Transportation and Transportation at Personal Expense. When the actual weight of unpacked and uncrated HHG is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is made by TGBL or similar method at personal expense, allowance shall be made for the weight of interior packing materials. The weight is determined by subtracting 10 percent from the shipment net weight as shown on the shipping documents which includes the weight of the interior packing.

C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross weight and the weight of the shipping boxes is known, weight is determined by subtracting 20 percent from the difference between the gross weight of the loaded container and the stenciled weight of the empty container. When only the shipment gross weight is shown on the shipping document, the weight is determined by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

D. Unaccompanied Baggage. When transportation is by TGBL or DPM, and the net weight of unaccompanied baggage is unknown, the weight is determined by subtracting 50 percent from the gross weight shown on the shipping documents. When the unaccompanied baggage shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or unaccompanied baggage shipment weight is unobtainable by the methods in subpars. B, C, or D, the weight is 7 pounds per cubic foot for all shipments, except dwelling-to-dwelling shipments within Germany, which is 5.7 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in subpars. B and C, the

appropriate official may deviate from these allowances.

U5340 EXCESS CHARGES

A. General

1. Transportation. The member is liable for all transportation costs arising from the services listed, if the constructive cost to the Government of the authorized weight is exceeded:

- a. transportation of HHG in excess of the authorized allowance;
- b. transportation for distance in excess of that between authorized places;
- c. transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
- d. transportation of unauthorized articles; and
- e. special services requested by the member incident to HHG transportation.

2. NTS. The Government's maximum obligation for NTS is the cost of storage of the difference between the member's weight allowance prescribed in par. U5310-B and the weight of HHG transported incident to the same PCS orders. If the weight of the HHG in NTS plus the weight of the HHG transported on the same orders exceeds the member's prescribed weight allowance, the Government may pay the costs associated with storage of the excess weight if requested to do so by the member. Costs for storage of the excess weight must be collected from the member (see par. U1010-B8).

B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on PCS Orders. When the member makes only one shipment (that is, nothing is placed in NTS) the total cost of transportation, less the cost of transporting unauthorized articles as determined in subpar. D, shall be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a

member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the excess is computed on the basis of 500/8500 of all costs of HHG transportation.

2. Multiple Shipments Made on PCS Orders

a. Member Not Administratively Weight Restricted. When there's no administrative weight restriction and there are multiple shipments with excess weight involved, the cost attributable to the excess weight shall be computed on the shipment which results in the least excess cost to the member.

b. Member Assigned to or from Administratively Weight Restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to or from OCONUS. When there's an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight shall be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation.

(2) Weight Within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there's an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

C. HHG Transportation in Excess of Authorized Distance

1. General. A member may have HHG transported between any points. However, the Government's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized point or home of legal heir, is limited to that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Government. This also applies to members on orders from administratively weight restricted areas.

2. HHG Moved from Designated Place at Personal Expense. When HHG are moved to a

designated place at Government expense and later moved at personal expense to another location, on the member's next PCS excess distance cost for HHG transportation is based on a like weight from the designated place to the new PDS or between the old and new PDSs, whichever provides the greater entitlement. For example, incident to a member's PCS from Washington, DC, to sea duty in Norfolk, VA, the member's HHG are moved to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to shore duty in Key West, FL. The excess distance cost on HHG transportation from Fargo, ND, is based on a like weight of HHG from Detroit, MI.

D. Transportation of Unauthorized Articles. Non-HHG articles (see "HHG" definition in Appendix A) should be transported apart from authorized HHG. The member should arrange for separate transportation. When non-HHG articles are disclosed, the member is liable for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under subpar. B.

E. HHG Transportation With Special Routing or Services Provided. When special routing or services have been furnished at the member's request, the member is liable for the transportation cost above the cost of transporting the HHG without the special routing or services. Subject to subpars. A through D and upon the member's or heirs' (of deceased members) written request and agreement to pay any additional cost, the member or heirs may:

1. turn over the HHG to a transportation officer for transportation at different times to the same destination;
2. have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;
3. have transportation between any points, limited to the cost in subpar. C (This may be applied to transportation to the HOS (see par. U5365) when, upon the member's release from active duty, HHG are located at the HOR or PLEAD and were not brought into the Service. However, it shall not be applied to HHG if the member is not entitled to a HOS move.);

4. have HHG transportation of one final shipment of HHG articles legally awarded to a former-spouse incident to a divorce when a member has a transportation entitlement under PCS orders, including separation and retirement (61 Comp. Gen. 180 (1981)).

U5345 TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS

(See par. U5222 for related dependent travel.)

A. Entrance Into the Service

1. Initial Reporting. Commissioned, reinstated or warrant officers appointed or reappointed in the regular services, and persons enlisted from civil life or reserve components are authorized HHG transportation from the home or PLEAD to the first PDS (see subpar. 2).

2. Members Who Reenter the Service Within 1 Year of Discharge or Release from Active Duty. A member who reenters any Uniformed Service, within 1 year from the date of discharge or separation under honorable conditions, is entitled to HHG transportation to the new PDS from any combination of the following places:

- a. home or PLEAD;
- b. the last or any previous PDS;
- c. an authorized place of storage; or
- d. any place to which HHG were transported at Government expense.

B. Called/Ordered to Active Duty

1. Called/Ordered to Active Duty for 20 or More Weeks at One Duty Station. A member of a reserve component called/ordered to active duty under conditions other than those in subpar. 2 is entitled to HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

2. Called/Ordered to Active Duty for Less Than 20 Weeks at One Duty Station. A member of a reserve component called/ordered to active duty

under the following conditions is entitled to HHG transportation within the TDY weight allowance from HOR (or HOS, if applicable) to the first or any subsequent duty station:

- a. initial active duty for training for less than 6 months,
- b. active duty (including active duty for training) for less than 20 weeks, or
- c. active duty for training for 20 or more weeks with less than 20 weeks at any one location.

HHG transportation under this subparagraph is subject to the same limitations and requirements as in par. U4705.

3. Recalled to Active Duty. A member released from active duty, entitled to HHG transportation to a HOS as in par. U5365-A and recalled to active duty, is entitled to HHG transportation from the:

- a. selected home, or
- b. PLEAD, if recalled after selecting a home, or
- c. place to which such HHG were last transported at Government expense (including place of NTS) in any event.

4. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including a graduate of officer candidate's school), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned or appointed if such place is, in fact, the member's first PDS as a commissioned or warrant officer.

5. Commissioned from Service Academies. Members of a graduating class of a Service academy commissioned as officers, are authorized HHG transportation from the academy to the home of the individual or from the academy and/or from the home to the first PDS.

C. PCS with TDY En Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment

subparagraph as authority and state the weight allowance prescribed for the member's former grade. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

I. HHG Transportation Incident to Tour Extension.

A member on a tour of less than prescribed tour length at a PDS, who used the HHG transportation entitlement upon assignment to that PDS, is entitled to HHG transportation from the place where HHG are located to that PDS, up to the cost from the old to the new PDS. Entitlement under this subparagraph is limited to situations:

1. of tour extension due to unusual circumstances and needs of the Service, or
2. in which a member didn't transport all HHG to that PDS initially because of the anticipated short time of assignment to that station (B-208861, November 10, 1982).

J. HHG Shipment Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Members-With-Dependents Stationed in CONUS)

1. Transportation Allowance. A member (with dependents) stationed in CONUS who:

- a. is sentenced by a court-martial to:
 - (1) confinement for a period of more than 30 days,
 - (2) receive a dishonorable/bad-conduct discharge, or
 - (3) dismissal from a Uniformed Service, or,
- b. receives an administrative discharge under other than honorable conditions,

is entitled to HHG transportation directly related to dependent transportation under par. U5240-J.

2. Transportation Authorization. HHG transportation is authorized by a Service-designated authority who determines:

- a. the authorized destination, and

- b. that a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

3. Transportation Requests. HHG transportation may be requested by:

- a. the member,
- b. the member's spouse, or
- c. another dependent (if the member has no spouse, or the spouse is not available).

4. Transportation Destination. The HHG destination must be a designated place, except that dependents who are foreign nationals may have HHG transported to the country of their origin.

5. Transportation Reimbursement. HHG transportation reimbursement may be paid to:

- a. the member, or
- b. the dependent or ex-spouse (when the member authorizes payment to either of them (B-193430, February 21, 1979)).

6. Transportation Time Limit. Except when additional time is authorized/approved by the Secretarial Process, HHG must be turned over to a transportation officer/transportation carrier within 180 days from the date:

- a. the court-martial is completed, or
- b. of administrative discharge.

7. NTS Exclusions. A member authorized HHG transportation is not entitled to NTS of HHG:

- a. caused by moving out of Government or Government-controlled quarters, or
- b. as an alternative to shipment in subpar. D1 when dependents are returned from overseas (see par. U5240-D2, item h).

K. HHG Transportation Incident to IPCOT. A member stationed OCONUS who's selected to serve an IPCOT is authorized HHG transportation as follows:

1. Unaccompanied to Accompanied Tour

- a. HHG may be moved from a designated place to the current PDS if dependents are command sponsored.

- ★ b. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation if the dependents are command sponsored. Entitlement in this case is from the location of HHG to the current PDS, up to the cost from member's old PDS to current PDS.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

- ★ 2. Accompanied to Unaccompanied Tour. Par. U5222-C4 applies. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

L. Consumable Goods Allowance Incident to Tour Extension or IPCOT. Transportation of consumable goods for a tour extension or an IPCOT at a PDS in an area listed in Appendix F may be authorized/approved through the Secretarial Process.

U5372 HHG TRANSPORTATION WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

(See par. U5241 for related dependent transportation.)

A. General. This paragraph prescribes the HHG transportation entitlement of a member on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), and of a member who dies while entitled to basic pay (37 U.S.C. §406(f)). For members who die after retirement or release from active duty, see par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this paragraph only if a reasonable relationship exists between the circumstances of the applicant and the destination to which transportation is requested.

2. Weight. The HHG weight limitations in par. U5310-B do not apply. The HHG weight of members of the Defense Services is subject to the 18,000 pounds (net) weight limitation imposed by 37 U.S.C. §406(b)(1)(D).

3. Time. The HHG transportation entitlement under this paragraph terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process. If the estate of the decedent becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the date of the final court decree.

C. When Authorized

1. General. HHG transportation is authorized to a member's HOR or to the residence of the member's dependents (including the member's spouse in the case of a member married to a member), next of kin, or other person entitled to receive custody of the HHG when official notice is received that the member is:

- a. dead,
- b. injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or

- c. absent for a period of more than 29 days in a missing status.

Subject to subpar. B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person entitled to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the entitlement to a final HHG move. Within the time limit established in subpar. B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under subpar. B1. If the dependents take physical possession of the HHG at the interim location, they must agree to bear all costs in excess of the cost of transporting the HHG in one

lot from the OCONUS origin to the final destination via that interim location. In determining the excess costs, the cost of authorized temporary storage in transit are part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Government expense for the dependents' use only if their final destination is at that same location.

2. Additional Moves

- a. Change in Status. HHG transported under subpar. 1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in subpar. 1.

- b. No Change in Status-Member Reported as Missing for More than 1 Year. HHG transported under subpar. 1 again may be moved when the member has been officially reported as absent or a

1. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, the member's POV may be shipped at Government expense (including required overland transportation) to the member's HOR; to the residence of dependents, next of kin, or other person entitled to receive custody of personal effects; or to such other place as determined in accordance with Service regulations.

2. POV Transported by Other Than the Government. In lieu of having the POV transported by the Government at Government expense, the member, the dependent, next of kin, any other person entitled to receive custody of the POV, or someone designated by one of these may:

- a. drive the vehicle to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls is authorized); or
- b. arrange transportation of the POV and receive reimbursement.

In either case, the total reimbursement shall not exceed the cost that would have been incurred had the vehicle been transported and/or stored at Government expense. See Service claims regulations for Government liability when the vehicle is driven. If a member is reported injured or ill, the allowances provided by this subparagraph are authorized only when the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital. Reimbursement in such cases is limited to the cost of overwater and overland transportation between the points:

- a. the vehicle was transported; or
- b. shipment at Government expense would have been authorized,

whichever is less.

3. Storage

a. Nontemporary Storage. If the person entitled to receive custody of the POV:

- (1) is not known;
- (2) is subject to litigation; or
- (3) if known has not yet been located and notified to take custody of the POV,

the POV may be stored at Government expense until such time as proper disposition can be made.

b. Temporary Storage. Temporary storage of a POV may be authorized/approved (using the provisions of par. U5375) provided the POV is turned over for shipment within the time limits in par. U5372-B3. Temporary storage in excess of 180 days in such cases is at the expense of the person for whom the shipment is being made.

4. Additional Moves

a. Change in Status. A POV transported under subpar. 1 may be moved again under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in subpar. 1.

b. No Change in Status-Member Reported as Missing for More Than 1 Year. A POV transported under subpar. 1 may again be transported under subpar. 1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has a POV shipping entitlement under PCS orders, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final shipment of that POV to a destination in accordance with the procedures prescribed in this Part. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). Transportation under this paragraph exhausts the entitlement for transportation of a POV under the member's PCS orders.

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident To Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of shipment means turning the POV into the designated POV loading port for shipment before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension shall be for a specific additional time period. A time extension shall, based on the facts and circumstances in the individual case, be a finding that having the POV shipped within that initial time frame would be a hardship for the member.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation Under VSI or SSB Program. Transportation of a POV for an eligible member must be initiated within 1 year following the member's termination of active service. Initiation of shipment means turning the POV into the designated POV loading port for shipment before 1 year expires following the termination of active service. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of par. U5365-D through F).

★ C. Incident to PCS. Unless otherwise prescribed in this Volume or Service Regulations, transportation of a POV for an eligible member may be initiated any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5460 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for shipment and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE

This applies to Government-authorized movement of a POV for members or their dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. (**NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.**) The maximum reimbursement is \$210.

- b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger port of embarkation. The reimbursement for transportation from the designated storage facility to the passenger port of embarkation shall not exceed the cost for direct travel from the old PDS to the passenger port of embarkation.

In addition, members receive a flat per diem rate of \$50, and per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the old PDS to the designated passenger port of embarkation.

2. Delivery - Travel to Storage Facility Via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate (see Appendix A) for the official one-way distance from the passenger port to the designated storage facility. Reimbursement for travel back to the passenger POE is not authorized.

D. POV Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. When a member and/or dependent(s) travels from the passenger POD to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

1. MALT (see par. U5105-B1 and/or U5205-A1) for the official distance from the designated storage facility to the new PDS; and
2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger port of debarkation to the designated storage facility. The reimbursement for transportation from the passenger port of debarkation to the designated storage facility shall not exceed the cost for direct travel from the passenger port of debarkation to the new PDS.

In addition, members receive a flat per diem rate of \$50, and a per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the passenger port of debarkation to the new PDS (see par. U5160-F).

E. POV Delivery to Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. POV Delivery to a Designated Storage Facility in Connection with TDY En Route. A member who delivers a POV to a designated storage facility in connection with a foreign OCONUS PCS with TDY en route, is authorized:
 - a. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
 - b. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the TDY station to the designated storage facility; and
 - c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger port of embarkation. The reimbursement for transportation from the designated storage facility to the passenger port of embarkation shall not exceed the cost for travel from the TDY station to the passenger port of embarkation.

In addition, members receive a flat per diem for the allowable travel time (see par. U5160-F) from the TDY station to the passenger port of embarkation.

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowances for the dependent(s) are computed using par. U4605.

2. POV Pick-up in Connection with TDY En Route. A member who picks up a POV from a designated storage facility in connection with PCS travel to an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger port of debarkation to the designated storage facility;
- b. a MALT for one authorized traveler at the rate in Appendix A for travel for the official distance from the designated storage facility to the TDY station; and
- c. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for items a and b shall not exceed the cost for travel from the passenger port of debarkation to the TDY station. In addition, members receive a flat per diem for the travel in items a and b for the allowable travel time (see par. U5160-F) from the passenger port of debarkation to the TDY station.

NOTE: *When a dependent(s) accompanies the member and/or picks up a POV from the designated storage facility, the travel and transportation allowances for the dependent(s) are computed using par. U4605.*

U5815 STORAGE FACILITIES

A. Designated Storage Facilities. The Services, through the Secretarial Process, may designate storage facilities (see par. U5805).

B. Personally Procured POV Storage. An eligible member may be reimbursed for storing one POV at a commercial facility (see par. U5805). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility shall not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

U5820 FACTORS AFFECTING STORAGE OF POV

A. Orders Amended, Modified, Canceled or Revoked. A POV stored or shipped after receipt of PCS orders may be removed and shipped or transshipped to the proper destination, including the old or current PDS, at Government expense, if PCS orders are later amended, modified, canceled, or revoked. If less than 12 months remain on the OCONUS tour, the POV may not be removed from storage for shipment. The same exceptions in par. U5317 apply.

B. Storage Before Orders Issued. Storage of a POV is permitted before PCS orders are issued to an eligible member, provided the request is supported by a written statement:

1. from the PCS order-issuing official or the designated representative that the member was advised before such orders were issued that they would be issued,
2. signed by the applicant agreeing to remit the entire cost of storage if PCS orders to authorize storage are not issued later,
3. signed by the applicant agreeing to pay any additional costs for transshipment of the POV to another storage facility required because the new PDS named in the orders is different than that named in the statement required in item 1.

The length of time before PCS orders are issued, during which a member may be advised that the PCS orders shall be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the orders are actually issued. General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release

from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from foreign OCONUS duty, etc.) may not be considered as advice that the orders shall be issued (52 Comp. Gen. 769 (1973)).

- ★ C. Time Limitation. Unless otherwise prescribed in this Volume, storage of a POV for an eligible member may be initiated any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5825 EXCESS COST COLLECTION

Excess storage costs, incurred by the Government due to the member's negligence or choice, must be collected (see par. U1010-B8).

U5830 CONTINUED POV STORAGE AFTER ENTITLEMENT ENDS

A POV may remain in storage, at Government expense, for 90 days after return from a foreign OCONUS PDS or TDY on a contingency operation. Storage charges accrued after the 90 days are at the member's expense, unless additional storage is authorized/approved by the Secretarial Process.

U5835 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for storage and continues until the POV is delivered to the member.

PART Q: TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS

<u>Paragraph</u>	<u>Contents</u>
U7550	Definitions of Terms Used in This Part A. Escort B. Attendant
U7551	General
U7552	Members as Escorts or Attendants of Dependents
U7553	Civilian Employees as Escorts or Attendants of Dependents
U7554	Other Persons as Escorts or Attendants of Dependents
U7555	Advance of Funds for Escorts and Attendants for Dependents

PART R: TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND DECEASED DEPENDENTS

<u>Paragraph</u>	<u>Contents</u>
U7600	General
U7601	Escorts Accompanying Remains of Deceased Members

PART S: TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT

<u>Paragraph</u>	<u>Contents</u>
U7650	Travel Under Permissive Orders
U7651	Travel Under Orders but Not on Public Business
U7652	Return from Leave to Duty Abroad
U7653	Attendance at Public Ceremonies
U7654	Resignation or Release at Own Request of Public Health Service Members
U7655	Separation at Personal Request of National Oceanic and Atmospheric Administration Corps Members
U7656	Members Participating in the Educational Leave Program Relating to Continuing Public and Community Services

PART T: SEE APPENDIX E

**PART U: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES
WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF**

<u>Paragraph</u>	<u>Contents</u>
U7750	General
U7751	Definitions of Terms A. Member of Congress B. Congressional Employee
U7752	Transportation, Per Diem, and Actual Expense Rates

**PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE
IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS
COMPETITIONS**

<u>Paragraph</u>	<u>Contents</u>
U7800	General
U7801	Policy
U7802	Funding
U7803	Entitlement

**PART W: ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR
TRAVEL EXPENSES**

<u>Paragraph</u>	<u>Contents</u>
U7900	General A. Purpose B. Solicitation Prohibited

**PART K: TRAVEL AND TRANSPORTATION TO RECEIVE A
NON-FEDERALLY SPONSORED HONOR AWARD**

U7325 TRAVEL AND TRANSPORTATION

Members may be authorized Government-funded travel and transportation to accept a non-federally sponsored award if the award is closely related to the member's official duties and the functions and activities of the member's Service (55 Comp. Gen. 1332 (1976)).

If acceptance of a non-federally sponsored award involves attending a meeting of a technical, scientific professional, or similar non-federal organization, travel at Government expense must be authorized by the Secretarial Process.

When attendance at the meeting or convention has been authorized/approved for another reason, no further authorization is required for the travel to accept an award (37 U.S.C. §412). See par. U4535-A concerning registration fees.

U7326 ALLOWABLE EXPENSES

The TDY allowances in Chapter 4 shall be provided.

★ **U7327 TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER**

Travel and transportation at Government expense may be authorized for an individual (related by blood or affinity or whose close association with the member is the equivalent of a family relationship) to accompany the member receiving an honor award (see Appendix E, Part I, Invitation to Travel, par. C-5).

U7328 REIMBURSEMENT

There is no authority for a member authorized travel under this Part to accept reimbursement from a private organization for travel and other expenses.

★ PART T: SEE APPENDIX E

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7. family-type housing owned or leased by the U.S. Government.

NOTE 1: *Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant on a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.*

NOTE 2: *Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.*

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see GOVERNMENT CONVEYANCE.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. (**NOTE:** *Members, traveling together under orders directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.*)

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

NOTE 2: *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in JFTR, par. U5130-A1.

- ★ **HOUSEHOLD GOODS (HHG).** Items (*except those listed in 2 and NOTE 1*) associated with the home and all personal effects belonging to a member and dependents on the effective date (see **NOTE 2**) of the member's PCS or TDY orders that legally may be accepted and transported by an authorized commercial transporter.

1. HHG also include:
 - a. PBP&E not needed for the performance of official duties at the next or a later destination;
 - b. spare parts for a POV (see definition in this Appendix) and a pickup tailgate when removed;

- c. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
- d. consumable goods for members ordered to locations listed in Appendix F;
- e. vehicles other than POVs (such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, and their associated trailers, and golf carts);
- f. boats; and
- g. ultralight vehicles defined in 14 C.F.R. Sec 103.1 as single occupant; for recreation or sport purposes; weighs less than 155 pounds if unpowered or less than 254 pounds if powered; fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots.

2. HHG do not include:

- a. personal baggage when carried free on tickets;
- b. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
- c. live animals including birds, fish and reptiles;
- d. articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders, except:
 - (1) bona fide replacements of articles that have become inadequate, worn out, broken, or unserviceable on or after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - (2) replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
- e. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
- f. HHG for resale, disposal or commercial use rather than for use by the member and dependents; and
- g. privately owned live ammunition (B-130583, May 8, 1957).

NOTE 1: Local laws or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include:

- a. *property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons);*
- b. *articles that cannot be taken from the premises without damage to the article or the premises;*
- c. *perishable articles (including frozen foods), articles requiring refrigeration, or perishable plants unless:*
 - (1) *delivery is to be accomplished within 24 hours from the time of loading,*

- (2) *no storage is required, and*
- (3) *no preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.*

NOTE 2: *HHG acquired after the effective date of orders but before entering an IPCOT may be shipped when par. U5370-K1b or U5370-K2 applies.*

HOUSEHOLD GOODS TRANSPORTATION. *See TRANSPORTATION, HHG.*

INACTIVE DUTY TRAINING.

1. Inactive duty that is:
 - a. duty prescribed for members of a Reserve component by the Secretary concerned, or
 - b. special additional duty authorized for members of a Reserve component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in A above, when performed by members of the National Guard, including:
 - a. unit training assemblies;
 - b. training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: *This term does not include work or study for a correspondence course of a uniformed service.*

NOTE 2: *For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.*

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee, that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. (**NOTE:** *The effective date of an IPCOT order is the first day of duty on the new tour. No PCS movement is involved.*)

INVITATIONAL TRAVEL. *See TRAVEL, INVITATIONAL.*

INVOLUNTARILY SEPARATED. Members denied reenlistment or involuntarily discharged under other than adverse conditions as those conditions are characterized by the Secretary concerned, for a member of the Army, Navy, Air Force, or Marine Corps who was on active duty or full time National guard duty on 30 September 1990, or after 29 November 1993, and for a member of the Coast Guard who was on active duty after 30 September 1994.

NOTE 1: *Whether or not a discharge is under adverse conditions for DoD personnel is determined by referring to the reasons for separation as well as the character of the member's service. This is determined in accordance with DoD Directive 1332.14 for enlisted members and DoD Directive 1332.30 for officers, and in appropriate Coast Guard directives for Coast Guard personnel.*

NOTE 2: *To qualify for transition benefits, a member must be separated involuntarily:*

1. *under honorable conditions and,*

2. *for enlisted members, not for reasons of misconduct, separation in lieu of court-martial, or for other reasons established by the military department concerned for which service ordinarily is characterized as under other than honorable conditions, or*

3. *for officers, not for resignation in lieu of trial of court-martial, or misconduct or moral or professional dereliction if the discharge could be characterized as under other than honorable conditions.*

Each Secretary concerned, without further delegation, may designate certain categories of involuntary retirements as also eligible.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission's nature and requirements.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. (***NOTE:*** *Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.*)

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LOCAL MOVE. As used in Chapter 4, Part G, and Chapter 5, Part D, a move

1. involving HHG drayage or shipment for a short distance between residences ;
2. to or from a NTS facility in the area of the member's PDS;
3. in the area of the member's last PDS when the member is authorized a final move during a separation or retirement;
4. incident to reassignment or PCS to a new PDS near the old PDS;
5. between residences within a metropolitan area; or
6. not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: *A local move of HHG includes necessary packing, crating, hauling, unpacking and uncrating .*

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (**NOTE:** "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.)

★ **MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual expenses for operating a POC. Mileage allowance rates are:

1. privately owned automobile \$0.325 (effective 14 January 2000),
2. privately owned motorcycle \$0.26 (effective 1 April 1999), and
3. privately owned airplane \$0.88 (effective 1 April 1999).

(**NOTE:** For purposes of converting kilometers to miles -- One kilometer equals .62 mile. Example: To convert 84 kilometers to miles:

$$\begin{array}{rclcl} \text{kilometers} & \text{times (X)} & 0.62 & = & \text{miles} \\ 84 \text{ kilometers} & X & 0.62 & = & 52 \text{ miles} \end{array}$$

MISSING STATUS. The absence status of a member who is officially carried or determined to be:

1. missing;
2. missing in action;
3. interned in a foreign country;
4. captured, beleaguered, or besieged by a hostile force; or
5. involuntarily detained in a foreign country.

MIXED MODES. Travel using POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation,
2. Government-procured commercial transportation,
3. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.

★ **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).** A monetary allowance for the authorized use of a POC during official travel, the amount of which depends on the number of miles for which the allowance may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. MALT rates per POC are:

1. \$0.15 per mile for one authorized traveler,
2. \$0.17 per mile for two authorized travelers,
3. \$0.19 per mile for three authorized travelers, and

4. \$0.20 per mile for four or more authorized travelers.

(NOTE: For purposes of converting kilometers to miles -- One kilometer equals .62 mile. Example: To convert 84 kilometers to miles:

$$\begin{array}{rclcl} \text{kilometers} & \text{times (X)} & 0.62 & = & \text{miles} \\ 84 \text{ kilometers} & X & 0.62 & = & 52 \text{ miles} \end{array}$$

NONCOMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

NONFOREIGN OCONUS AREA. The states of Alaska and Hawaii; the Commonwealths of Puerto Rico and the Northern Mariana Islands; American Samoa; Baker Island; Guam, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands; Navassa Island, Palmyra Atoll, the Virgin Islands and Wake Island. **(NOTE:** *The Trust Territories of the Pacific Islands are not included.*)

NONTEMPORARY STORAGE (NTS) OF HHG. Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services

OCONUS. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

OFFICIAL STATION. See **PERMANENT DUTY STATION.**

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING OFFICIAL. See **AUTHORIZING/ORDER-ISSUING OFFICIAL.**

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE. The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands -see NOTE 1 below*) and service charges where applicable, for:

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters and fires furnished in room when such charges are not included in the room rate. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

NOTE 1: *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

2. **Meals.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

3. **Incidental Expenses.** Such expenses include:

- a. fees and tips to bellhops, maids, porters, and baggage persons in hotels, stewards or stewardesses and others on vessels, and hotel servants in foreign countries (see par. U3610-C for reimbursement of fees and tips incurred at transportation terminals);
- b. cost of laundry, dry cleaning, and/or pressing clothing (*not reimbursable when travel is within CONUS – see NOTE 2, below*);
- c. cost of telegrams and telephone calls necessary to reserve lodging accommodations;
- d. mailing cost associated with filing travel vouchers and payment of Government travel charge card billings;
- e. local transportation (i.e., bus, subway) expenses between places of lodging or duty and places where meals are taken if suitable meals cannot be obtained at the TDY site (*NOTE: If, in the opinion of the order-issuing authority, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for the cost of travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 4, Part F.*);
- f. taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands –see NOTE 1 above*) and service charges on any of the expenses in items 1 through 3e;
- g. in addition to the expenses in items 1 through 3g, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account.

(NOTE 2: The cost for laundry, dry cleaning and pressing of clothing is not included as an incidental expense within the per diem/AEA authorized/approved for travel in CONUS. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.)

PER DIEM, REDUCED. See **REDUCED PER DIEM.**

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

- 1 (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. a change in the homeport of a vessel or mobile unit;
3. change from home or from the PLEAD to the first PDS upon:
 - a. appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2145-C and D for exceptions) for 20 or more weeks;

- c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. enlistment or induction into the Service (regular or during emergency); and

6. the Secretary of Health and Human Services, with respect to matters concerning the Public Health Service.

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICES. *See UNIFORMED SERVICES.*

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

★ **STANDARD CONUS RATE.**

1. The per diem rate for any CONUS location not included in a defined locality (county/area) in the JFTR/JTR, Appendix D.
2. Effective 1 January 2000 the Standard CONUS rate is \$55 (lodging) + \$30 (M&IE) = \$85 (total).

STANDARD GOVERNMENT MEAL RATE. See definition of "Government The daily rate charged for meals in a Government dining facility including the operating cost Meal Rate" for current rates.

SUBSISTENCE EXPENSES. *See PER DIEM ALLOWANCE.*

SUBSISTING OUT. The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment does not require one.

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

TEMPORARY DUTY (TDY) LOCATION. *See TEMPORARY DUTY STATION.*

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified interim housing facilities operated by the services to provide short term housing accommodations, that a cash charge is levied without direct charge against the quarters allowances of the occupants. They include guesthouses, except transient visiting officer quarters

occupied by official visitors to the installation. (**NOTE:** *They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.*)

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site www.saipan.com)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES. *Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.* An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States.

NOTE: *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. (**NOTE:** *Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting.)*)

TRANSPORTATION, POV. Transportation by vessel, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.*

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. (***NOTE:*** *GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.*)

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expense.

TRAVEL AUTHORIZATION (ORDERS). *See Travel Orders.*

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

★ **TRAVEL, INVITATIONAL.** Authorized travel of individuals either not employed by the Government or employed (under 5 U.S.C. §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY (see JTR, Appendix E and JFTR, Appendix E).

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely in connection with business of the DoD or the Government.

NOTE 1: *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

NOTE 2: *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. ***Unlimited Open.*** An authorization allowing a member to travel on official business without further authorization for a specified period of time. (***NOTE:*** *Unlimited Open travel orders are not used in DTS.*)

2. **Limited Open.** An authorization allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. (**NOTE:** *Limited Open travel orders are not used in DTS.*)

3. **Repeat.** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time. (**NOTE:** *Repeat travel orders are not used in DTS.*)

4. **Trip-by-trip.** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. (**NOTE:** *See par. U2200 for more detail.*)

UNACCOMPANIED BAGGAGE. See **BAGGAGE, UNACCOMPANIED.**

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

1. under the local command of a uniformed service,
2. with permanent or semi-permanent-type troop shelters and a Government mess, and
3. where there are U.S. Government operations.

NOTE: *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 U.S.C. §205.

APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem Committee website at:

★ *<http://www.dtic.mil/perdiem/>*

APPENDIX D

CONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem Committee website at:

★ *<http://www.dtic.mil/perdiem/>*

★ APPENDIX E

JFTR NOTE: Travel and transportation allowances under Invitational Travel Orders are prescribed in JTR, Volume 2, Appendix E, for the DoD Services and in agency regulations for non-DoD Services. The Invitational Travel Order provisions in JTR, Volume 2, Appendix E, are reproduced in JFTR, Appendix E, for convenience. See Part I, Invitation to Travel, paragraph D, for information concerning travel by a contractor and a contractor's employees.

PART I: INVITATION TO TRAVEL

- A. To Whom And When Invitational Travel Is Applicable**
- B. Restrictions**
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PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER**PART III: CITY-PAIR PROGRAM**

- A. Policy**
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APPENDIX E

PART I: INVITATION TO TRAVEL

A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE

Invitational travel is the term applied to authorize travel of individuals:

1. not employed by the Government,
2. employed (under 5 U.S.C. §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or
3. serving without pay or at \$1 a year

when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. C4562-D for interview travel and by item 13 of this paragraph for spouse invitational travel. Invitational travel may be authorized by use of an ITO when:

1. it is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;
2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
3. an individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; (ITOs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976)));
4. an individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);
5. an individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
6. an individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;
7. an individual is authorized pre-employment interview travel under par. C6200;
8. individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;
9. a witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;
10. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832;

11. attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);

12. when an individual is an attendant for:

- a. a disabled employee on official travel (56 Comp. Gen. 661 (1977)), or
- b. an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and the employee is incapable of traveling alone;

13. a determination is made by the order-issuing official that a dependent may travel with the sponsor at Government expense to attend an unquestionably official function in which the dependent is actually to participate in an official capacity, or such travel is deemed in the national interest because of a diplomatic or public relations benefit to the United States. Such participation ordinarily is limited to spouses and is representational in nature. As such, travel is allowed on a mission noninterference basis only, and must be supported with ITOs, that ordinarily authorize reimbursement of only transportation costs. However, the order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if it is determined that the individual's travel is essential to accomplishing the mission and there is a benefit for DoD beyond fulfilling a representational role. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in SecDef memorandum dated 10 June 1994 (Subject: DoD Policy on the use of Government Aircraft and Air Travel). This authority does not constitute blanket approval authority. Order-issuing officials for all other travel under this item are:

- a. The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;
- b. The Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
- c. The Commanders of Unified and Specified Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***);
- d. The Secretaries of the Military Departments, or their designees, for requests from their staffs;
- e. The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

An ITO issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This order authorizes the dependent to accompany the sponsor to attend an official function. It does not entitle the dependent to per diem or other expense allowances. If the dependent does not want to bear these expenses, this order is canceled"***;

14. a determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and unified commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or

15. travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations.

B. RESTRICTIONS

Invitational travel shall not be authorized for:

1. nonappropriated fund officials or employees traveling on nonappropriated fund business;
2. contractor employees (except as provided in par. D);
3. transportation of dependents and/or HHG or other property of individuals for whom ITOs are issued;
4.
 - a. Federal Government employees, or
 - b. Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY orders unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, September 29, 1986)). An employee/member may be included on an ITO issued to a patient when traveling as a non-medical attendant.

C. ALLOWANCE EXPENSES

1. General. An ITO provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in Chapter 2 as appropriate to mission requirements.
3. Witness at a Military Court-Martial. A person not in the Government employ, when called as a witness before a military court-martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832; see par. A-10), is entitled to travel and transportation allowances under Service administrative regulations.
4. Participants in Annual National Matches Sponsored Under 10 U.S.C. §4312. Title 10, U.S.C. §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITOs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITO issued to each competitor.
5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided:
 - a. the travel and transportation is authorized by the head of the DoD component concerned or designee; and,
 - b. the individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. DoDEA statutory charter, (codified at 20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. ITOs (citing DoDEA appropriations) are used to authorize transportation for students in support of curricular or extracurricular activities. The Director, DoDEA, or designee determines appropriate activities. Payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY shall not be authorized.

7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 U.S.C. §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. When a POC is the authorized mode, actual expenses and not a mileage allowance may be paid. Reimbursement for POC actual expenses are limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in par. C4709 may be authorized/approved.

D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES

Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at <http://www.arnet.gov/far/pdf/frame.html>. ITOs may not be used to authorize travel and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city pair airfares or any travel-related items restricted to Government employees. See par. E below for availability of contract fares and prices to Government contractors. *Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. E-8.*

E. AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS

Individual contracts or agreements between GSA and the vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. *Contract city pair fares must not be provided to or used by Government contractors.*

1. Contractor(s) means:

- a. Contractors working under a cost reimbursement contract; and
- b. Contractors working for the Government at specific sites under special arrangements with the contracting agency, and that are wholly Federally funded (e.g., Government-owned, contractor operated, federally funded research and development, or management and operating contracts).

2. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DoD 4500.9-R), Part I, Chapter 103. *As of October 1, 1998, under GSA's contracts for air passenger transportation services,*

contractors are not eligible to use GSA's contract city pair fares. ITOs must not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare. For more information contact:

Services Acquisition Center (FCXB)
Federal Supply Service
General Services Administration
Washington, DC 20406
(703) 305-7261

3. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8).

4. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount-lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8). For more information contact:

GSA Travel and Transportation (9FBT-1)
450 Golden Gate Avenue, 4th Floor W
San Francisco, CA 94102
(415) 522-4671

5. DoD Car Rental Practices. DoD's Military Traffic Management Command negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (see par. 8). For more information contact:

Military Traffic Management Command
ATTN: MTOP-QE
5661 Columbia Pike
Falls Church, VA 22041-5050
(703) 681-6393
Complaints/Discrepancies/Claims - Chris Braswell (703) 681-6292

6. Vendor requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Paragraph 8 illustrates a standard letter of identification to request eligible Government contractors use of travel and/or transportation discounts negotiated by the Government, where available.

7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's Commercial Travel Offices (CTOs) have this information.

All DoD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin
Service Acquisition Center
Service Contracts Division (FCXB)

Crystal Mall #4, Room 506
Washington, DC 20406
(703) 305-7640

8. Contractor Letter of Identification. DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a Government contract number (CONTRACT NUMBER) with this agency. During the period of the contract (GIVE DATES), **AND ONLY IF THE VENDOR PERMITS**, the named bearer is eligible and authorized to use available travel discount rates in accordance with Government contracts and/or agreements. **Government Contract City Pair fares are not available to Contractors.**

SIGNATURE, Title and telephone number of Contracting Officer

APPENDIX E

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

The sample format contained herein may be used as a guide in the preparation of an ITO in all Services. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL ORDER

Name _____ TRAVEL ORDER NUMBER _____

Address _____

DATE APPROVED _____

You are invited to proceed from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

☐ The order-issuing agent has arranged Transportation.

☐ Transportation tickets are included with this order.

☐ Transportation tickets shall be provided at a later date.

☐ To arrange transportation call: (____) _____

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a travel office under contract to the U. S. Government (Commercial Travel Office (CTO)) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and
- (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

☐ You are authorized to travel by privately-owned conveyance (POC) as advantageous to the Government. Reimbursement shall be at the rate of \$0.325 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

☐ You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

☐ You shall be paid a per diem allowance to cover your expenses for lodging (with taxes at locations in CONUS separately), meals, and incidentals. While traveling and performing the mission you shall be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses, not to exceed the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, then only the maximum per diem rate shall be paid. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

(NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.)

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order to: _____

The travel authorized herein has been determined to be in the public interest, and is chargeable to: _____

APPENDIX E

PART III: CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. POLICY

1. GSA airlift contracted through the Contract City Pair Program shall be used. **EXCEPTION TO THE USE OF CONTRACT CARRIERS:** One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

- a. Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip.
- b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.
- c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account.***
- d. Rail service is available and that service is cost effective and consistent with mission requirements.
- e. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.
- f. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and:
 - (1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and
 - (2) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. SCHEDULED AIR CARRIERS

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when Air Mobility Command (AMC) Category B/Patriot Express is not available or does not meet the mission requirement.
2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares (including Contract City Pair fares) when purchasing commercial airline tickets.

NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.

APPENDIX E

PART IV: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY PAIR PROGRAM

1. How does the program work?

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 68% average savings over regular walk-up fares.

3. Who can use it?

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general only Federal or Military Employees on official travel may use the program with an appropriate form of payment (Government Travel Charge Card or GTR).

4. How come contractors cannot use it? It would save the Government a lot of money!

GSA recognizes that contractors often sit next to Federal Employees, work on the same projects as Federal Employees, and travel with Federal Employees. However, contractors are not Federal Employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the 2.65 billion-dollar savings it generates for taxpayers.

GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city pair program and could jeopardize its future success.

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair

program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc. is a violation of the contract. The only exceptions to use of the contract carrier are:

- a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.)
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare. (***NOTE: These reduced fares must be procured through the CTO.***)
- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours. (This very seldom occurs.)
- d. Cost effective rail service is available and is consistent with mission requirements. Amtrak offers discount rates to Federal Travelers. GSA encourages use of Amtrak when appropriate.

6. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

7. How Does it Work?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (The range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service. This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time. This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights. This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service. This factor gives preference to jets over propeller aircraft.

All these factors are weighed against price and a best value decision is made.

8. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always the best value. Some of the reasons that connect service is awarded by airlines are as follows:

- a. There is no nonstop carrier for a specific route.

- b. The nonstop carrier did not make an offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- c. The nonstop carrier did not meet the minimum requirements as outlined in the Request For Proposal, (For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler).
- d. The non-stop carrier has offered an unreasonably high price.
- e. The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

9. Can't GSA make a carrier add nonstop service?

No. Even though the City Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

10. Can you require the airlines to offer smoke free international flights?

The Federal Supply Service (FSS) is buying a commercial service under the same terms and conditions as other buyers. Thus, FSS does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights.

11. Can I use a contract fare for personal travel?

No. Use of contract fares is limited to official travel.

12. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

13. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can check on the city pair home page or ask your Travel Management Center or Commercial Travel Offices.

14. Why does the Government have to pay this tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

15. How can I get more information?

For more information, please contact one of GSA's airline contracting team members either by electronic mail via the Internet or by telephone as listed below:

Rick Figard
(703) 305-6962

Renita Nowlin
(703) 305-7640
FAX: (703) 305-5094

★ APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) of the Uniformed Services only:*

<u>Authorized FEML Location</u>	<u>Command Region</u>	<u>Authorized Destination</u>	<u>Recertification Due Date</u>
Albania, Tirana	European	Frankfurt	31 July 2000
Argentina	Southern	Miami	31 March 2001
Armenia, Yerevan	European	Frankfurt	31 July 2000
Australia, Alice Springs	Pacific	Adelaide	30 April 2001
Australia, Exmouth	Pacific	Perth	30 April 2001
Australia, Learmonth	Pacific	Perth	30 April 2001
Azerbaijan, Baku	European	Frankfurt	31 July 2000
Bahrain	Central	Frankfurt	31 July 2000
Bangladesh	Pacific	Honolulu	30 April 2001
Belarus	European	Frankfurt	31 July 2000
Belize	Southern	Miami	31 March 2001
Bolivia	Southern	Miami	31 March 2001
Botswana	European	Frankfurt	31 July 2000
Brazil	Southern	Miami	31 March 2001
Bulgaria	European	Frankfurt	31 July 2000
Burma	Pacific	Los Angeles	30 April 2001
Cambodia, Pnom Penh	Pacific	Honolulu	30 April 2001
Cameroon	European	Frankfurt	31 July 2000
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	31 July 2000
Chile	Southern	Miami	31 March 2001
China	Pacific	Los Angeles	30 April 2001
Columbia	Southern	Miami	31 March 2001
Cote d'Ivoire	European	Frankfurt	31 July 2000
Croatia, Zagreb	European	Frankfurt	31 July 2000
Cyprus	European	Frankfurt	31 July 2000
Democratic Republic of Congo	European	Frankfurt	31 July 2000
Djibouti	Central	Frankfurt	31 July 2000
Dominican Republic	Southern	Miami	31 March 2001
Ecuador	Southern	Miami	31 March 2001
Egypt	Central	Frankfurt	31 July 2000
El Salvador	Southern	Miami	31 March 2001

Eritrea, Asmara	Central	Frankfurt	31 July 2000
Estonia	European	Frankfurt	31 July 2000
Ethiopia, Addis Ababa	Central	Frankfurt	31 July 2000
Fiji	Pacific	Honolulu	30 April 2001
Georgia, Tbilisi	European	Frankfurt	31 July 2000
Ghana, Accra	European	Frankfurt	31 July 2000
Greece, Athens	European	Frankfurt	31 July 2000
Guatemala	Southern	Miami	31 March 2001
Haiti	Southern	Miami	31 March 2001
Honduras	Southern	Miami	31 March 2001
Hong Kong	Pacific	Los Angeles	30 April 2001
India	Pacific	Frankfurt	30 April 2001
Indonesia	Pacific	Honolulu	30 April 2001
Israel, Tel Aviv	European	Frankfurt	31 July 2000
Jordan	Central	Frankfurt	31 July 2000
Kazakhstan, Almaty	Central	Frankfurt	31 July 2000
Kenya	Central	Frankfurt	31 July 2000
Kuwait	Central	Frankfurt	31 July 2000
Kyrgyzstan, Bishkek	Central	Frankfurt	31 July 2000
Latvia	European	Frankfurt	31 July 2000
Lithuania, Vilnius	European	Frankfurt	31 July 2000
Malaysia*	Pacific	Sydney	30 April 2001
Marshall Islands, Majuro	Pacific	Honolulu	30 April 2001
Mexico	Southern	San Antonio	31 March 2001
Moldova, Chisnau	European	Frankfurt	31 July 2000
Mongolia	Pacific	Honolulu	30 April 2001
Morocco	European	Frankfurt	31 July 2000
Mozambique	European	Frankfurt	31 July 2000
Nicaragua	Southern	Miami	31 March 2001
Nigeria	European	Frankfurt	31 July 2000
Oman	Central	Frankfurt	31 July 2000
Pakistan	Central	Frankfurt	31 July 2000
Paraguay	Southern	Miami	31 March 2001
Peru	Southern	Miami	31 March 2001
Philippines, Metro Manila	Pacific	Honolulu	30 April 2001
Poland	European	Frankfurt	31 July 2000
Qatar	Central	Frankfurt	31 July 2000
Romania	European	Frankfurt	31 July 2000
Russia, Moscow	European	Frankfurt	31 July 2000

Rwanda, Kigali	European	Frankfurt	31 July 2000
Saudi Arabia	Central	Frankfurt	31 July 2000
Senegal	European	Frankfurt	31 July 2000
Singapore	Pacific	Honolulu	30 April 2001
Skopje (Former Yugoslav Republic of Macedonia)	European	Frankfurt	31 July 2000
South Africa	European	Frankfurt	31 July 2000
Suriname	Southern	Miami	31 March 2001
Sri Lanka	Pacific	Frankfurt	30 April 2001
Syria	European	Frankfurt	31 July 2000
Thailand	Pacific	Honolulu	30 April 2001
Tunisia	European	Frankfurt	31 July 2000
Turkey, Ankara	European	Frankfurt	31 July 2000
Turkey, Izmir	European	Frankfurt	31 July 2000
Turkmenistan, Ashgabat	Central	Frankfurt	31 July 2000
Uganda, Kampala	European	Frankfurt	31 July 2000
Ukraine, Kiev	European	Frankfurt	31 July 2000
United Arab Emirates	Central	Frankfurt	31 July 2000
Uruguay	Southern	Miami	31 March 2001
Uzbekistan, Tashkent	Central	Frankfurt	31 July 2000
Venezuela	Southern	Miami	31 March 2001
Vietnam	Pacific	Honolulu	30 April 2001
Yemen	Central	Frankfurt	31 July 2000
Yugoslavia	European	Frankfurt	31 July 2000
Zimbabwe	European	Frankfurt	31 July 2000

* Individuals assigned to Malaysia may choose the alternate authorized destination of Honolulu, Hawaii when traveling between 1 July and 31 December 2000 because of the Olympics being held in Sydney, Australia from 15 September to 1 October 2000. During the period 1 July and 31 December 2000, the comparison for other FEML destinations for Malaysia may be to either Sydney or Honolulu as best benefits the travelers.

